

LUCAS COUNTY, OHIO BOARD OF COMMISSIONERS	NUMBER: 23C	PAGE: 1 OF 7
TITLE: LUCAS COUNTY EMPLOYEE WELLNESS PROGRAM	PERSONNEL ADMINISTRATIVE X	RESOLUTION NO: 00-535
EFFECTIVE DATE: April 6, 2000	TYPE: POLICY X PROCEDURE	SUPERSEDES: POLICY #23B PROCEDURE #

DEFINITIONS

1. Actively at Work

“Actively at Work” or “Active Work” as of any date of reference shall mean an employee’s actual engagement in employment at the employer’s business establishment(s) or at other locations to which the employer’s business requires the employee to travel.

2. Eligible Employee

Unless the context indicates otherwise, “Eligible Employee” shall mean any employee who is actively at work for an employer and who is eligible for benefits under the Lucas County Eligibility Rules adopted by the Plan from time to time. Employees not eligible for health care benefits as defined by the Lucas County Eligibility Rules are likewise not eligible to participate in the Plan.

3. Eligible Dependent

“Eligible Dependent” shall mean the following:

- A. The spouse of the Eligible Employee. The term “spouse” shall mean an individual who is married to the Eligible Employee in a legally recognized civil or religious ceremony, and who is not legally separated from the Eligible Employee. An Eligible Employee’s common-law spouse shall be considered a Spouse for purposes of the Plan if the Eligible Employee and his alleged Spouse offer proof in a form satisfactory to the Employer that the couple fulfill all of the conditions of a common-law marriage which the Eligible Employee’s state of domicile requires.
- B. An unmarried child of the eligible employee who is dependent on the eligible employee for support, provided such child is not an eligible employee under the plan or is not in active military services; and further, the child:

- (1) Has not yet reached the end of the calendar year in which such child reaches 23 years of age, provided that the child:
 - (a) resides in the eligible employee's household; or
 - (b) is a full-time student; or
- (2) Is incapable of sustaining employment because of a physical handicap or mental retardation, according to a physician's statement, before the end of the calendar year in which the child reaches age 23 and was covered under the Plan immediately before provided the child is "dependent" on the eligible employee for support and remains disabled. Proof of such dependency must be filed within thirty-one (31) days after the end of the calendar year in which the dependent child attains the maximum age of 23.

C. For purposes of this plan, "Child" means a child who is dependent on the Eligible employee for support and includes, in addition to the Eligible Employee's natural children by birth, the following: stepchild; legally adopted child; child who's care, custody and control is that of the Eligible Employee pursuant to a court decree; and a child who has been dependent on the Eligible Employee for support for at least nine (9) months during a calendar year, is related to the Eligible Employee by blood or marriage, and is living in the Eligible Employee's household. In the event a child would otherwise qualify as a dependent of more than one Eligible Person, he shall be covered as a dependent as if only one Eligible Person were covered.

The Employer reserves the right to require, from time to time, the Eligible Employee to submit written proof satisfactory to the Employer as to disability and/or dependency and/or qualification as a full-time student. The Employer reserves the right to require that the Eligible Employee submit evidence as to dependency status, including, but not limited to, the Eligible Employee's federal income tax returns.

4. Eligible Person

Unless the context indicates otherwise, "Eligible Person" shall mean either the Eligible Employee or the Eligible Dependent, or both.

5. Plan

"Plan" shall mean the Lucas County Employee Wellness Program.

6. Prescription Drug

A “Prescription Drug” means any medicinal substance which is required to bear the label: “Caution: Federal law prohibits dispensing without prescription.” This also includes compounded medications which contain at least one such medicinal substance, and injectable insulin.

7. Health Coach/Personal Health Care Advisor

“Health Coach/Personal Health Care Advisor” shall mean an individual, designed by the employer and selected by the employee, qualified to assess the fitness deficiencies of persons participating in the “Plan”, articulate a strategy for improving that individual’s fitness status, encouraging that employee and articulating that employee’s wellness responsibilities in a Wellness Performance Contract.

8. Disease Management Program

“Disease Management Program” shall mean any program approved by the employer and health coach as beneficial to that person’s wellness goals. A Disease Management Program can include, but is not limited to, cardiac rehabilitation, drug use review, and diabetes case management.

9. Wellness Performance Contract

“Wellness Performance Contract” shall mean an agreement entered into by the employer, and the employee that articulates that person’s personal wellness goals, activity(ies), commitment and employer financial inducement and reimbursement, if any. All wellness performance contracts must be agreed upon and approved in advance by the employee, the health coach and the employer.

10. Lucas County Wellness Employee Assistance Director

“Lucas County Wellness Employee Assistance Director” shall mean an individual, either an employee of the County or under contract to the County, designated by the employer, to oversee and administer the Lucas County Employee Wellness Program.

11. Reimbursement

“Reimbursement” shall mean monies reimbursed to the eligible participant after successful completion of the pre-approved wellness activities, evidenced by proper documentation in fulfillment of the Wellness Performance Contract terms. Disease Management Programs will be eligible for reimbursement up to 100% of their actual cost and are not subject to the dollar

limitations described below. Reimbursement for other programs shall be limited to a maximum of 50% of the cost incurred for complete accomplishment of the terms articulated in the approved Wellness Performance Contract for other programs, activities, or membership expense in approved health facilities. Reimbursement shall be limited to a maximum of \$400.00 per year per individual and a maximum of \$600.00 per year per family. Reimbursement shall be limited to membership in one health facility.

12. Approved Health Facilities

“Approved Health Facilities” shall mean a health care facility (health club, spa, etc.) designated in a Lucas County Wellness Program Contract Agreement and endorsed by the employee, the health coach, and the employer.

13. Approved Health/Fitness Program

“Approved Health Fitness Program” shall mean a wellness program, course of study, or activity (aerobics class, martial arts class, walking program, stress management program, smoking cessation program, disease case management programs, etc.) articulated in a Lucas County Wellness Program Contract Agreement and endorsed by the employee, the health coach and the employer.

14. Personal Property

“Personal Property” shall mean equipment or other tangible assets commonly used at home. or at a location other than an approved health facility that ultimately belongs to the individual participating in an Approved Lucas County Wellness Performance Contract. Reimbursement for personal property (home exercise equipment, weights, shoes, etc.) are not eligible for reimbursement under this program.

15. Wellness Promotional Material

“Wellness Promotional Material” shall mean any tangible product designated to promote wellness among the employee population. These materials may include, but are not limited to, items such as posters, coffee mugs, t-shirts, caps, etc. or any other items designed as awards to encourage employee participation if approved by the Lucas County Wellness Performance Contract. Such items are not personal property.

16. Employer

“Employer” shall mean Lucas County.

Procedures

In order to participate in the Lucas County Wellness Program you must:

1. Be an eligible employee, spouse, or dependent;
2. Contact a Health Coach, schedule and attend an assessment session with the Health Coach;
3. Articulate, in conjunction with the Health Coach, a wellness schedule of activities and have that schedule of activities articulated in a Lucas County Wellness Program Wellness Performance Contract.
4. The Lucas County Wellness Contract must be approved in advance by the employee, the health coach and the employer.
5. The employee will be required to provide evidence of fulfillment of the terms if the Lucas County Wellness Program Wellness Performance Contract in order to be eligible for any reimbursement.

Documentation

1. The Employee is required to provide complete documentation of all activities.
2. The Employer is the ultimate determiner of fulfillment of the terms of the Lucas County Employee Wellness Performance Contract.
3. The flexibility to interpret the provisions of this Plan Document in order to encourage participation and understanding is retained by the Employer.

Reimbursement

Successful completion of the pre-approved wellness activities, articulated in the terms of the Lucas County Wellness Program Wellness Performance Contract, and evidenced by proper documentation in fulfillment of the contract terms must be met. Participating employees, spouses, or dependents may then apply to the Lucas County Risk Management Department for reimbursement. Reimbursement parameters include:

1. Employees participating in the Disease Management Programs will be eligible for up to 100% reimbursement, including test strips for diabetes case management, upon successful completion of their Lucas County Wellness Program Contract Terms. There is no cost to any employee, spouse, or dependent to participate in the Med Assess Prescription Drug Use Review Program.
2. Employees participating in Phase III and IV of an approved Cardiac Rehabilitation Program will be reimbursed up to 100% of the actual program cost, with proper documentation of fulfillment of the terms of the Lucas County Wellness Program Wellness Performance Contract. Reimbursement for this program is not limited to the maximum amount of \$400.00 per covered person or \$600.00 per family per year.
3. Reimbursement is available for up to 50% of pre-approved expenses incurred as fulfillment of a properly executed Lucas County Employee Wellness Program Contract, up to a maximum amount of \$400.00 per covered person, per year and a maximum of \$600.00 per family per year.

Exclusions

1. Any expenditure incurred that is not included in a Lucas County Employee Wellness Program Contract and approved in advance by the employee, health coach and the employer, is specifically excluded from reimbursement under this program. In no case will reimbursement be provided unless the specific terms of the Lucas County Wellness Program Employee Wellness Contract are fulfilled.
2. Reimbursement for any personal property is specifically excluded under this Plan.
3. All former employees are specifically ineligible for this program, even if they are covered under the health care plan by exercising their COBRA coverage rights. All employees who are eligible for health benefits, but are not actively at work because they have exercised their rights under the Family and Medical Leave Act, are eligible to participate in this Plan.

Release of Liability

By participating in this Plan, the employee released Lucas County, it's employees, including Health Coaches/Personal Health Care Advisors, support staff, and Wellness Employee Assistance Director, from any and all liability associated with this endeavor. Employees should consult with their physician before entering into any wellness or exercise program.

APPROVED BY:

DATE: